

Safety

1. This generic lesson plan will assist you as the Safety Officer in conducting safety meetings for the Middle School Initiative (MSI) program. This plan is designed for you to use monthly throughout the cadet program. Even though each achievement does not require safety as an element, safety is involved in all achievements and aspects of MSI/CAP.

2. The goal of this generic lesson plan is to develop MSI cadets into knowledgeable, safety conscious members of the unit. To maintain an effective safety program requires each member of the unit to assume a role of "unofficial" assistant safety officer. Prior to planning any meeting or activity, *SAFETY FIRST* should be considered as paramount. Safety meetings should be scheduled at least monthly. With this in mind, a safety meeting appears on your training schedule about every four weeks. This generic lesson plan will assist you in inserting timely topics for presentation to the cadets and senior members of the unit. The HQ CAP, *Ops Brief*, covers topics related to seasonal events (e.g., cold weather search operations, heat exhaustion, fire prevention, etc.) or you may find other MSI/CAP subjects in CAP Regulation (CAPR) 62-1, *Civil Air Patrol Safety Responsibilities and Procedures*, that will influence your lesson plans.

3. The effectiveness of the safety program is determined by your unit completing an accident/incident free year. The active participation of cadets and senior members as unofficial assistant safety officers will make your program accident free and fun for the cadets and senior members involved.

4. To meet the challenge of serving as the safety officer, you will need to read and become familiar with CAPR 62-1, *Civil Air Patrol Safety Responsibilities and Procedures*. While this regulation is comprehensive, it also aids in the development and administration of your role as safety officer. To administer a safety program, you should:

a. Establish a schedule of events. This schedule should include safety inspections and surveys, safety presentations, staff visits, and publicity of seasonal safety hazards items, such as, thunderstorms, winds, snow/ice, etc.

b. Evaluate and tailor the suggested safety survey checklist to cover your individual unit. Various phases or portions of the survey may be completed at different times as appropriate and convenient.

c. Develop local procedures on accident reporting procedures. This information should include who is notified, how notified, time limits requirements for processing CAP Form 78, who will make investigations of accidents, and requirements for processing CAP Form 79. See CAPR 62-2, *Mishap Reporting and Investigation*.

d. Establish a safety meeting file. This file should contain safety lecture outlines for topics to be covered in safety presentations plus a list of sources for which to obtain films, speakers, and training aids. Safety meeting attendance records should be kept in this file.

e. Establish a file of safety educational material. This could include safety guides, magazine articles, FAA Advisory Circulars, posters, articles for bulletin boards, newspapers, the monthly safety bulletin or yearly analysis.

Middle School Initiative**Safety Meeting Format**

- | | | |
|----|--|------------|
| 1. | Introduce the theme, use an "Attention Statement" t
thought. (See example in teaching plan.) | 5 minutes |
| 2. | If a speaker is available, introduce speaker and turn over
program to the speaker. | 5 minutes |
| 3. | If a Guided Discussion: <ul style="list-style-type: none">• Appoint a discussion RECORDER for meeting.• Present material on "Discussion Topic." | |
| 4. | Open meeting to group for discussion. | 10 minutes |
| 5. | Final summary and conclusions by speaker or safety
officer. | 5 minutes |

NOTE: Length of program: 25-30 minutes (30-45 minutes with film)

Middle School Initiative

**PART I
COVER SHEET**

CAP 1, 2 or 3 SEMESTER 1 or 2 WEEK As Scheduled

COURSE: Safety

LESSON TITLE: Safety Meeting

METHOD: Lecture/Guided Discussion

REFERENCE(S):

1. CAPR 62-1, *Civil Air Patrol Safety Responsibilities and Procedures*, dated 1 Mar 91
2. CAPR 62-2, *Mishap Reporting and Investigation*, dated 6 Sep 95
3. HQ CAP, *Ops Brief*, Volume XX, dated XXX XX. (Published monthly)

AUDIO/VISUAL AIDS/HANDOUTS/ACTIVITY MATERIAL(S):

Handout-*Ops Brief*, Volume XX, dated XXX XX

COGNITIVE OBJECTIVE: To gain an understanding of a safety meeting topic

COGNITIVE SAMPLES OF BEHAVIOR:

1. Understand and be able to reiterate the topic of the safety meeting.
2. Give an example of a safety hazard encountered with the topic.

AFFECTIVE OBJECTIVE: Respond with interest to a lecture on safety.

AFFECTIVE SAMPLES OF BEHAVIOR:

1. Voluntarily listen carefully to the lecture.
2. Ask significant questions related to the safety topic.

Middle School Initiative

PART II TEACHING PLAN

Introduction

ATTENTION: While we all have personal thoughts on safety, CAP--and the Air Force--expects all of us to recognize and exercise safe practices in all of our activities. (NOTE: Use an attention statement extracted from the current HQ CAP, *Ops Brief*, published each month for your use, or use a topic from the list on attachment 2, CAPR 62-1, *Civil Air Patrol Safety Responsibilities and Procedures*, dated 1 March 1991.)

MOTIVATION: N/A

OVERVIEW: We're going to discuss (topic) this month. (NOTE: Use the topic from the current HQ CAP, *Ops Brief*, or develop a topic from attachment 2, CAPR 62-1, *Civil Air Patrol Safety Responsibilities and Procedures*, dated 1 March 1991. Using a topic from CAPR 62-1 will require knowledge of the subject and preparation time for development of the lesson plan.)

TRANSITION: N/A

Body

Present material from HQ CAP, *Ops Brief*, or on another selected topic.

Conclusion

SUMMARY: Summarize your presentation.

REMOTIVATION: Use a statement such as, "Safety is everyone's business and your responsibility!"

CLOSURE: Use a statement such as, "Use safe practices--we want to see you again!"

Middle School Initiative

**PART III
LESSON REVIEW**

LESSON OBJECTIVE(S): To gain a better understanding of the safety topic and to practice safety procedures related to the topic.

LESSON QUESTIONS: N/A